



OFFICE OF FINANCIAL MANAGEMENT

ACCOUNTING SPECIALIST

INTRODUCTION: This position is responsible for performing account maintenance/monitoring and clerical work for assigned accounting functions. The incumbent performs duties requiring knowledge and skill in mathematics, debits & credits, cost-projections and applicable tribal, state & federal policies and procedures.

DUTIES: The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Receives and processes financial documents for assigned accounting functions such as accounts payable or general ledger maintenance; reviews documents; verifies accuracy and calculations; completes with appropriate information as needed; enters information into automated financial information systems; and submits for processing.
2. Prepares financial documents and records for assigned accounting programs; ensures accuracy and completeness; and forwards for appropriate review, approval and/or processing.
3. Establishes and maintains accounting information in the automated financial information systems; posts information and performs data entry for accounting transactions; maintains automated files and database; processes data to produce accounting documents; retrieves data for reports and/or records; and generates automated reports and records.
4. Receives and reviews accounting reports and statements; reviews and reconciles assigned accounting functions; verifies that account information/balances accurately reflect accounting transactions and data entries; identifies discrepancies; and prepares journal entries to correct discrepancies.
5. Prepares standard monthly journal entries to the general ledger based upon established formats and methodologies; logs, tracks and files all journal entries; and performs monthly account reconciliation.
6. Establishes and maintains department records and files in accordance with records retention requirements; and researches information in files upon request.
7. Assists departments/offices with accounting questions; explains policies and procedures; and researches information upon request and assists other accounting staff as needed.
8. Performs general clerical work in support of assigned duties, including answering telephones, assisting customers, copying and filing documents; and preparing records.
9. Performs other duties as assigned and authorized to achieve office goals and objectives.

COMPLEXITY: The work consists of duties involving different and related processes and methods. The decision regarding what needs to be done depends upon the analysis of the subject, phase or issues involved in each assignment and the chosen course of action may have to be selected from many alternatives.

SUPERVISION RECEIVED: The incumbent is under general supervision and line authority of the Accounts Payable Supervisor. The supervisor provides assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The incumbent uses initiative in carrying out recurring assignments independently without specific instruction, referring deviations or problems to the supervisor for assistance. The supervisor assures that finished work and methods are in compliance with instructions or established procedures.

PERSONAL CONTACT: Contacts are with employees within/outside the immediate work area, funding agency representatives, vendors and the general public. The purpose of these contacts is to exchange factual information, coordinate work efforts and provide assistance.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS: The work is sedentary and performed in a standard office environment requiring normal safety precautions typical of office/meeting rooms and working around office machines/equipment. The incumbent may be required to lift objects in excess of 5 lbs. Occasional travel on and off the reservation is required.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:

- A. Education : High school diploma or G.E.D. certificate supplemented by college level courses (20 hrs.) in accounting;

AND

- B. Experience : Two (2) years increasingly responsible bookkeeping and clerical accounting experience in an automated environment, preferably in governmental accounting ;

OR

- C. Any equivalent combination of Education, Training and Experience, which demonstrates the ability to perform the duties of the position.

2. Required knowledge, Skills and Abilities:

A. Knowledge :

- Working knowledge of accounting principles, practices and methods including fund accounting
- Working knowledge of budgetary practices
- Working knowledge of data processing as it related to accounting records application

B. Skill:

- Good verbal and written communication skills to prepare correspondence, reports and conduct presentations
- Good human relations skills
- Skill in operating basic office equipment/machines, personal computers, financial systems and applicable software

C. Abilities:

- Ability to analyze and interpret fiscal and accounting records
- Ability to prepare accurate and complete financial statements and reports
- Ability to perform complex accounting work
- Ability to maintain confidentiality
- Ability to establish and maintain positive professional working relationships with others

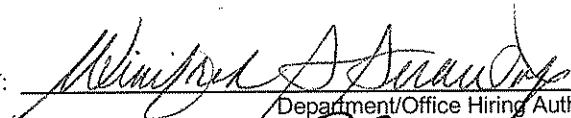
CONDITIONAL APPOINTMENT:

Depending on the needs of the position, some incumbents of this class may be required to possess a valid Arizona Driver's License and pass/complete the Hopi Tribe's Defensive Driving Course.

CONDITIONAL HIRING:

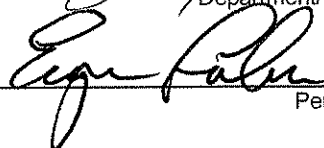
*Will be hired at R-32 upon attainment of the following qualifications: Associates degree in Accounting or closely related field AND Two (2) years increasingly responsible bookkeeping and/or accounting experience in an automated environment, preferably in a governmental accounting.

REVIEWED BY:


Department/Office Hiring Authority

1-09-06
Date

APPROVED BY:


Personnel Director

10 Jan '06
Date